

# Resume Transition Fair

Category \_\_\_\_\_  
Teacher \_\_\_\_\_

Student \_\_\_\_\_  
School \_\_\_\_\_

| Criteria   | 1   | 2  | 3   | 4  | Score |
|--|---|--|---|--|-------|
| <b>Appearance</b><br>Work is original to student.  | <ul style="list-style-type: none"> <li>Uncertain who belongs to</li> <li>Address and phone# omitted</li> <li>Text not aligned, randomly arranged on page</li> <li>Paper has folds and creases</li> <li>Paper is not a light color</li> </ul>  | <ul style="list-style-type: none"> <li>Name incomplete</li> <li>Address or phone # omitted</li> <li>Attempts to align text</li> <li>Paper has creases</li> <li>Paper is a light color</li> </ul>   | <ul style="list-style-type: none"> <li>Name included, not in bold print</li> <li>Address and phone number incomplete</li> <li>Minor mistake with aligning text</li> <li>Paper is smooth</li> <li>Paper is white or off-white</li> </ul>   | <ul style="list-style-type: none"> <li>Name is complete – in bold print, up to one font size larger</li> <li>Complete address &amp; phone # is included</li> <li>All text is aligned</li> <li>Paper is smooth</li> <li>Paper is white or off-white</li> </ul>  |       |
| <b>Format</b><br>Personal contact information included<br><br>Work is original to student.   | <ul style="list-style-type: none"> <li>No indication of position or career</li> <li>Different fonts inconsistently used throughout the resume</li> <li>Font is large and wide (16+)</li> <li>More than 3+ spelling errors,</li> <li>More than 3+ grammar errors</li> <li>No personal contact information is included</li> <li>Pronouns used throughout</li> </ul> | <ul style="list-style-type: none"> <li>Position applying for is unclear</li> <li>4 or more fonts used</li> <li>Inconsistent use of in sizing of headings and body</li> <li>Font is larger than 14</li> <li>2- 3 Spelling errors</li> <li>2-3 grammar errors</li> <li>Some personal contact information included</li> <li>2-3 pronouns are used</li> <li>2-3 punct. errors</li> </ul> | <ul style="list-style-type: none"> <li>Indicates level of position or career choice</li> <li>3 fonts are used</li> <li>Font is small (10-14)</li> <li>Fonts are different sizes within body</li> <li>1-2 spelling errors</li> <li>1-2 grammar errors,</li> <li>Most personal contact information included</li> <li>1-2 pronouns used</li> <li>1-2 punct. errors</li> </ul>  | <ul style="list-style-type: none"> <li>Indicates level of position and type of career choice</li> <li>1 or 2 fonts used (heading may be 1 font size larger, body's font size is 12 or 14)</li> <li>No spelling errors</li> <li>No grammar errors</li> <li>All personal information included</li> <li>All personal contact information included</li> <li>Pronouns omitted</li> <li>No punctuation errors</li> </ul>         |       |
| <b>Work Experience &amp; Education</b>   | <ul style="list-style-type: none"> <li>Not listed or attempts to make a list of work experience, unclear of duties.</li> <li>Education experiences are vague (if listed)</li> <li>GPA below 3.0 is listed</li> <li>Graduation date omitted or is vague (ex. Only month or year)</li> </ul>  | <ul style="list-style-type: none"> <li>Makes a list of work experience, but out of order with some job duties included.</li> <li>Schools are listed – unclear which is most recent</li> <li>Year of graduation is included</li> <li>If included, Majors and course work are vaguely related to job field</li> </ul>  | <ul style="list-style-type: none"> <li>Makes a list of work experience with most recent is listed first, a list of job duties are included.</li> <li>All schools are listed with most recent first</li> <li>Additional education experiences are listed</li> <li>Anticipated graduation date listed</li> <li>If listed, GPA is above 3.0</li> <li>If included, Majors and course work are related to job field</li> </ul> | <ul style="list-style-type: none"> <li>Makes a list of work experience with most recent is listed first, a detailed list of job duties are included.</li> <li>All schools are clearly listed with most recent first</li> <li>Additional education experiences are specifically listed</li> <li>Anticipated graduation date listed</li> <li>If included, majors and course work are clearly related to job field</li> </ul> |       |
| <b>Extra Curricular Activities, Hobbies, &amp;/or Interests</b><br>Interests & Hobbies are optional –ex. relates to job applying for<br>*Active voice used | <ul style="list-style-type: none"> <li>None listed</li> </ul>   | <ul style="list-style-type: none"> <li>Minimal listing of volunteer activities, memberships, unclear</li> <li>There are more activities without dates than with</li> </ul>   | <ul style="list-style-type: none"> <li>Makes a listing of volunteer activities, and membership</li> <li>Some dates are included</li> </ul>  | <ul style="list-style-type: none"> <li>Makes a complete/concise list of awards, volunteer activities, membership, and/or names of organizations.</li> <li>All dates included</li> </ul>  |       |
| <b>Qualifications</b><br>Short & to the point  | <ul style="list-style-type: none"> <li>None listed</li> </ul>   | <ul style="list-style-type: none"> <li>Some(more are unrelated) of the listed skills are related to the job sought</li> <li>&lt; 2 skills or abilities listed</li> </ul>   | <ul style="list-style-type: none"> <li>Majority of the listed skills are related to the job sought</li> <li>2- 3 skills and/or abilities listed</li> </ul>  | <ul style="list-style-type: none"> <li>All of the listed strengths, accomplishments, skills are related to the job sought</li> </ul>   |       |
| <b>References</b>  | <ul style="list-style-type: none"> <li>"References available upon request" or "References" section listed in body of resume</li> </ul>  |  |   | <ul style="list-style-type: none"> <li>No section of references or notation of "References available upon request" is included in body of resume</li> </ul>  |       |
| <b>Total</b>   |   |  |   |  |       |

